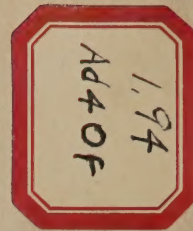


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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



November 1, 1933.



OFFICE MEMORANDUM NO. 53

Subject: Administrative Procedure

The attention of all concerned is invited to the fact that all matters pertaining to administration and personnel heretofore passing over the desk of the Executive Assistant, Mr. Wayne Taylor, will from this date be routed to The Administrative Officer.

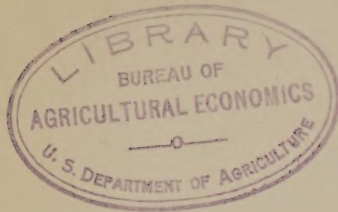
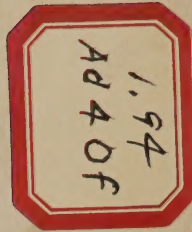
By direction of the Administrator

Robert Davis,  
The Administrative Officer.





UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



November 3, 1933.

OFFICE MEMORANDUM NO. 54

Subject: Care of Typewriters

It has been noted by a representative of this office that typewriters in use in the various offices of the Administration are generally in a very dirty condition. This does not only apply to old machines in use, but also to machines that have been recently purchased.

Neat work cannot be turned out when using a dirty typewriter, and it is reasonable to expect that typewriters which are not given thorough periodic cleaning will not continue to function properly. This results in calls for service and repairs to typewriters, and in many cases it is found that the trouble with the machines is directly traceable to the fact that they have not been properly taken care of.

In order to avoid untidy work and unnecessary calls by the typewriter repair man, it is requested that the Chief of each Division, Section and Office of the Agricultural Adjustment Administration direct employees using typewriters to clean them thoroughly at least once each week.

It is believed that if every typist were to start the week on Monday morning by cleaning his or her machine, a general improvement in the work turned out, and less calls for repairs, would be the result.

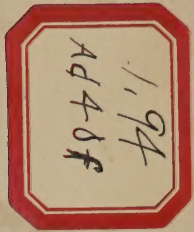
By direction of the Administrator.

Robert Davis,  
The Administrative Officer.





UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



November 3, 1933.

OFFICE MEMORANDUM NO. 55

Subject: Handling of the Agricultural Adjustment Administration  
Telegrams.

In order to provide a more efficient handling of the Agricultural Adjustment Administration telegrams and in order to prevent delay in the receipt and delivery of the same, arrangements have been made, effective October 26th, to keep the Department's telegraph office, Room 5409 of the South Building, open from 6:00 A.M. until 11:00 P.M., except Saturday when the office will be open from 6:00 A.M. until 5:00 P.M.

This will remove to a certain extent the necessity for filing telegrams directly with the telegraph companies. It will be appreciated if you will bring this to the attention of all concerned.

By direction of the Administrator.

Robert Davis,  
The Administrative Officer.

THE HISTORY OF THE  
CITY OF BOSTON  
FROM 1630 TO 1880

CHAPTER I.

THE FIRST SETTLEMENT.

THE CITY OF BOSTON WAS FIRST SETTLED BY A COMPANY OF  
ENGLISHMEN IN 1630.

THE FIRST SETTLERS WERE LEAD BY JOHN WINSTON, A  
MERCHANT FROM LONDON, WHO HAD BEEN PROMISED  
LAND IN THE NEW WORLD BY THE VIRGINIA COMPANY.  
HE HAD BROUGHT WITH HIM A GROUP OF FORTY  
FAMILIES, AND THEY SETTLED AT QUINCY, MASS.  
THEY WERE JOINED BY OTHER SETTLERS, AND  
THEY GAVE THE NAME OF BOSTON TO THE PLACE.  
THEY WERE THE FIRST OF A SERIES OF  
SETTLEMENTS WHICH WERE MADE IN THE  
NORTH-EAST OF THE CONTINENT.

THE CITY OF BOSTON WAS FIRST SETTLED BY A COMPANY OF  
ENGLISHMEN IN 1630.

THE FIRST SETTLERS WERE LEAD BY JOHN WINSTON, A  
MERCHANT FROM LONDON, WHO HAD BEEN PROMISED  
LAND IN THE NEW WORLD BY THE VIRGINIA COMPANY.



Miss Jacobs  
R. 3406

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.

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November 6, 1933



OFFICE MEMORANDUM NO. 56

Subject: Postage Stamps

Postage stamps will hereafter be stocked in the Property and Supplies Section, and there is attached hereto a sample copy of FORM AAA-128 which will be used hereafter in requisitioning postage stamps. A supply of these forms is available in the Property and Supplies Section.

In view of the necessity for strict accounting for postage stamps, only those requisitions signed by Chiefs or, in their absence, Acting Chiefs, of the various Divisions, Sections and Offices will be honored. Immediately upon receipt of this Memorandum, the Chiefs of Divisions, Sections or Offices using postage stamps will furnish the Property and Supplies Section a sample of their signatures written on a plain white 3 x 5 card, together with samples of Acting Chiefs' signatures.

If it should be necessary at any time to obtain immediate delivery of postage stamps, the space provided on the requisition form for the receipt of the stamps should be signed, and delivery will be made to the person presenting the requisition.

By direction of the Administrator

ROBERT DAVIS,  
The Administrative Officer.





UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATIONREQUISITION FOR POSTAGE STAMPS

.....193

FROM:

TO: Property and Supplies Section

The following postage stamps are required for the conduct of official business

\_\_\_\_\_  
Chief of SectionQuantityDescription

State here the necessity for the stamps called for above:

RECEIVED: \_\_\_\_\_

Date

\_\_\_\_\_  
Chief of Section

This form should be prepared in triplicate, one copy being retained by the ordering office and the original and one copy forwarded to the Property and Supplies Section. Signatures other than those of the Chiefs of the various sections will not be honored, nor will requisitions be filled unless a statement showing the purpose for which stamps are required is included in the space provided therefor.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

REGISTRATION FOR POSTAGE STAMPS

193

FROM:

TO: Property and Supplies Section

The following postage stamps are required for the conduct of official business

Chief of Section

Description

Quantity

State here the necessity for the stamps called for above:

RECEIVED:

Date

Chief of Section

This form should be prepared in triplicate, one copy being retained by the ordering office and the original and one copy forwarded to the Property and Supplies Section. Signatures other than those of the Chiefs of the various sections will not be honored. Not will registrations be filled unless a statement showing the purpose for which stamps are required is included in the space provided therefor.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

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November 13, 1933.

OFFICE MEMORANDUM NO. 57

Subject: Preparation of Personnel Report

1. When making out Weekly Personnel Reports (Form AAA-86), in compliance with paragraph 4 of Office Memorandum No. 43, please follow closely the instructions outlined below.

- (a) On line 1, "On subsection rolls", insert the number of employees actually appointed to or charged to the section or other unit for which the report is made.
- (b) On line 2, "Add employees on detail from other sections", insert the number of employees working at the time in your section or unit, but who are charged to another section and are merely detailed to your unit. (It may be necessary to make some inquiries as to the status of many employees in order to determine the correct figures to be inserted on lines 1 and 2).
- (c) On line 3, "Total number on rolls", insert the total of figures on lines 1 and 2.
- (d) On line 4, "Employees on furlough", insert the number of employees charged to your section or unit who are on furlough.
- (e) On line 5, "Employees on detail to other sections", insert the number of employees charged to your section or unit who are detailed to and working in some other section of the AAA.
- (f) On line 6, "Deduct employees furloughed and detailed", insert the total of figures on lines 4 and 5, and subtract from the total on line 3.
- (g) On line 7, "Total number of active employees", insert the remainder after subtracting figures on line 6 from figures on line 3.

Your attention is directed to the three footnotes at the bottom of the Personnel Report blank. Particular attention is directed to the last of these notes regarding the time of making the report. If work is begun on the Personnel Report immediately after noon each Friday,

doubtless the report can be completed and placed in the messenger mail box by 4:30 the same day. This will usually insure delivery to the proper office by 10:00 a.m. Saturday. After all Personnel Reports are received, the information contained therein must be reviewed and tabulated, and a composite report prepared for the Administrator by Saturday noon. Your assistance in making it possible to have this report prepared on time will be appreciated.

Personnel Reports should be forwarded to the Administrative Officer. However, in order to expedite delivery, until further notice, these reports should be addressed directly to ROOM 4536, SOUTH BUILDING. (Telephone - Ext. 2804).

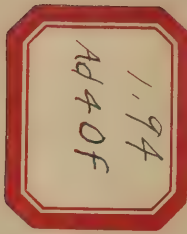
One person in each division, section or other unit should be selected to have charge of personnel work for that unit and be responsible for the Weekly Personnel Report.

By direction of the Administrator

ROBERT DAVIS  
The Administrative Officer



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



November 13, 1933.

OFFICE MEMORANDUM NO. 58

Subject: Throwing waste from windows of South Building.

It has been reported to this office that employees in the South Building are emptying waste baskets from office windows. In view of the serious fire hazard involved, this practice will be immediately discontinued.

By direction of the Administrator

ROBERT DAVIS  
The Administrative Officer





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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.

November 16, 1933



OFFICE MEMORANDUM NO. 59

Subject: Emergency Plumbing, Electrical, and Other  
Mechanical Services

At other than regular office hours calls for services involving plumbing, electrical, or other mechanical building maintenance services should be made to the Assistant Engineer in charge of the Power Plant, telephone branch 516. In cases of emergency involving possible damage to the buildings or property, the Guard Office, telephone branch 522 should also be notified.

It is to be understood, however, that no services mentioned in the above paragraph are to be requested in this manner unless they are an actual emergency case.

By direction of the Administrator.

ROBERT DAVIS  
The Administrative Officer.





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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.

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no.60



November 20, 1933.

OFFICE MEMORANDUM NO. 60

Re: Requisitions clearing through Supply Office before contracts are entered into outside of the Government service.

Several instances have occurred where negotiations have been made and contracts entered into with firms outside of the Government service, without any requisitions having cleared through the Supply Office of the Agricultural Adjustment Administration.

Effective immediately all purchases or rentals must be made through the Supply Office of the Agricultural Adjustment Administration, and all contracts entered into shall first receive the approval of The Administrative Officer prior to the procurement of such purchases or equipment.

By direction of the Administrator.

ROBERT DAVIS,  
The Administrative Officer.



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no. 61

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



November 21, 1933.

OFFICE MEMORANDUM NO. 61

Subject: Calendar Pads and Appointment Books

In order that estimates may be prepared to cover requirements for the next calendar year, it is requested that the Chiefs of Divisions submit their requisitions promptly for CALENDAR PADS for the year 1934 covering the needs of their sections.

The Chief of each Division and Section will limit the issue of these pads to employees who actually require them and requisitions should cover replacements only.

APPOINTMENT BOOKS will be issued for the new year as replacements for those now in use.

By direction of the Administrator.

Robert Davis  
The Administrative Officer.





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no. 62

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.



November 25, 1933

OFFICE MEMORANDUM NO. 62

Subject: Misplaced Property

The below listed property has been reported as being misplaced, and any information as to its whereabouts should be reported to the Property & Supplies Section. The cooperation of all employees is requested in locating this property.

- 1 Typewriter, Underwood, No. 3755615-5
- 1 Typewriter, L. C. Smith, No. 1076572-11
- 1 Comptometer, No. J-300690
- 1 Monroe Calculating Machine, No. 169357, with carrying case
- 1 Machine, numbering, Bates, No. 816816
- 1 Brief case, brown, No. 55

By direction of the Administrator

ROBERT DAVIS,  
The Administrative Officer.





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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.



November 27, 1933.

OFFICE MEMORANDUM NO. 63

Subject: Limiting Requisitions For Supplies And Equipment To Cover  
Absolute Necessities Only.

In view of the strict necessity for economy in expenditures of Government funds, the cooperation of the Chiefs of the various Divisions and Sections is requested in limiting requisitions for supplies and equipment to cover absolute necessities only.

It has been noted that a majority of the requisitions submitted to the Property & Supplies Section have called for apparently excessive quantities, and it will henceforth be necessary for all requisitions to be carefully reviewed with a view to reducing the issue of supplies and the purchase of equipment.

Requisitions for office furniture and equipment should include a statement setting forth the need for the items called for and no additional furniture or equipment will be furnished unless the needs of the office for which intended justify its purchase.

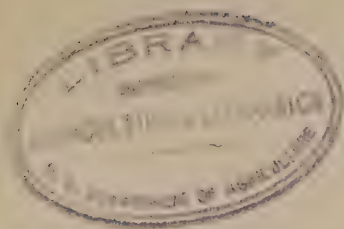
By direction of the Administrator.

ROBERT DAVIS,  
The Administrative Officer.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.



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no. 64

November 28, 1933.

OFFICE MEMORANDUM NO. 64

Subject: The Loss of Keys to Steel Desks.

A great many cases involving the loss of keys to steel desks have been reported to the Property & Supplies Section, and in order to avoid further necessity of obtaining additional keys, it is requested that the Chiefs of the various Divisions and Sections require each employee of his office to turn over to him one of the two keys which were furnished with each desk. These keys in turn are to be delivered to the Property & Supplies Section, where they will be kept on file for future emergencies.

By direction of the Administrator.

ROBERT DAVIS,  
The Administrator Officer.





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U. S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D. C.

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no. 65

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.

November 29, 1933.

OFFICE MEMORANDUM NO. 65

SUBJECT: Instructions for using Long Distance Telephone  
and preparing and sending Telegrams.

The cost of long distance telephone calls and telegrams has been excessive due to the fact that the lowest cost has not always been considered. It has been called to the attention of this office that many long distance telephone calls are being made where telegrams and even mail letters would be appropriate. In so far as practicable, the following procedure should be observed in preparing telegrams and using the long distance telephone.

1. The long distance telephone should be used only when no other form of communication will suffice, due consideration being given to the cost and the importance attached thereto.
2. A STRAIGHT TELEGRAM should be used only in urgent cases. Reduce the number of words to the minimum. Take advantage of the DAY LETTER and NIGHT LETTER rates by preparing and sending messages promptly.
3. The DAY LETTER rate is much lower than the STRAIGHT TELEGRAM rate for lengthy messages. This class of service is subject to some delay in transmission, but the time in transit is fast enough to permit a communication both ways on the same day.
4. NIGHT LETTERS should be used only when air mail or straight mail will not serve the purpose. The air mail service from Washington to cities within a thousand miles is practically as efficient as the NIGHT LETTER service. For example, a letter airmailed in Washington at 9 P.M. will be delivered in Chicago early the following morning.
5. DAY LETTERS and STRAIGHT TELEGRAMS, prepared late in the afternoon and going to small towns, should be sent as NIGHT LETTERS. Telegraph offices in small towns close early in the evening, and delivery of such messages could not be made until the following morning.
6. Employees in the field should be instructed regarding the use of the long distance telephone and telegraph.

By direction of the Administrator

ROBERT DAVIS  
The Administrative Officer





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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

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no 66



December 1, 1933

OFFICE MEMORANDUM NO. 66

Subject: Information on Codes and Marketing  
Agreements.

It has come to my attention that various members of the AAA have been giving information to interested parties concerning the status of certain codes and marketing agreements.

Your attention is directed to Office Memorandum No. 31 dated October 2, 1933, in which each officer or head of a section or other unit in the Administration is instructed to see that all business activities within the Administration are held confidential and that no information is to be given out except by designated authority.

All inquiries pertaining to codes and marketing agreements should be referred to the Code Control and Records Section under the Administrative Officer, Room 6245 South Building, Phone Branch 2635.

By direction of the Administrator.

Robert Davis,  
The Administrative Officer.



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*Miss Jacobs 3406*

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.

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no. 67



December 2, 1933.

OFFICE MEMORANDUM NO. 67

Subject: Instructions to notify the Emergency Room whenever overtime, Sunday or holiday work is contemplated.

In order that there may always be a nurse on duty in the Emergency Room, 1897 South Building, whenever employees are working in the building, it is necessary that irregularities in working schedules be reported to the head nurse.

All Section Chiefs and others in charge of personnel are hereby instructed to notify L. J. Greathouse, head nurse, (Phone Branch 530) as far in advance as possible whenever overtime, Sunday or holiday work is contemplated.

By direction of the Administrator.

W. J. Clearman,  
Deputy Administrative Officer.



THE  
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OF  
THE  
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ANTHROPOLOGICAL INSTITUTE

1907

VOLUME  
XXXVII  
PART I  
1907

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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



December 2, 1933.

OFFICE MEMORANDUM NO. 68



Subject: Instructions regarding using letter size paper for typing all documents of the Agricultural Adjustment Administration.

Hereafter it will be the policy of all offices of the Agricultural Adjustment Administration to use letter size paper only, (10 $\frac{1}{2}$ " x 8") for typing all documents as well as for correspondence.

The use of other sizes of paper, such as legal size, causes considerable inconvenience in filing and handling documents typed thereon.

Each Section Chief will see that these instructions are followed throughout the units under his authority.

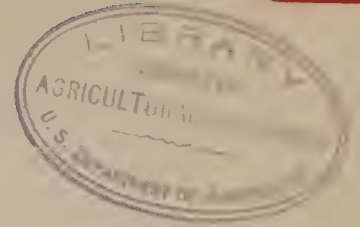
By direction of the Administrator.

W. J. Clearman,  
Deputy Administrative Officer.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



December 2, 1933

OFFICE MEMORANDUM NO. 69

Subject: Instructions regarding keeping up to date correspondence addressed to the AAA.

Considerable criticism has been heard regarding the failure of the AAA to answer all correspondence addressed to this Administration.

While it is fully appreciated that in some sections of the AAA correspondence is extremely heavy, it must be borne in mind that every inquiry should be answered and arrangements made to keep all correspondence up to date.

By direction of the Administrator.

W. J. Clearman,  
Deputy Administrative Officer.





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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.

December 6, 1933

OFFICE MEMORANDUM NO. 70

Subject: Release of Statistical Data

By direction of the Executive Council, hereafter all government statements or releases which interpret statistics shall be submitted to the Central Statistical Board prior to release. Mr. Wayne C. Taylor has been designated to represent the Agricultural Adjustment Administration and to be responsible for all such releases. In the future all statements or releases which interpret statistics are to be submitted to Mr. Taylor for clearance through the Central Statistical Board.

By direction of the Administrator.

Robert Davis,  
The Administrative Officer.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

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Ad 40f



December 11, 1933.

OFFICE MEMORANDUM NO 71

Subject: Requests for Executive Orders, laws, etc.,  
to be made through Administrative Offices.

In the future no requests will be made to the  
State Department for copies of Executive Orders,  
laws, etc., except through the Administrative Office.

By direction of the Administrator:

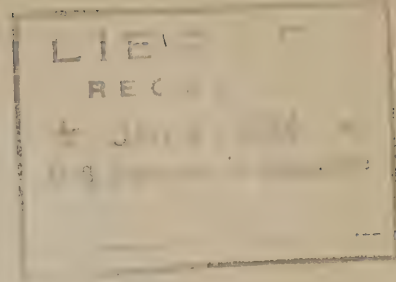
Robert Davis  
The Administrative Officer.





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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



December 12, 1933.

OFFICE MEMORANDUM NO. 72

Subject: Proper custodian of original documents of the AAA.

It has come to the attention of this office that there apparently is some confusion regarding the proper custodian of all original documents of the Administration.

Section VIII of the General Regulations indicates the necessity for the preservation of all original documents of the Administration, relating to the formulation of Codes of Fair Competition, Marketing Agreements, Licenses and Production Campaigns. Said Regulations also charge the officers formulating such programs, with the responsibility of preserving all such original documents.

General Order No. 3 provides that such documents, when no longer active, shall be transmitted to the Permanent Records Unit. "No longer active" is hereby defined as the day on which the Code, Marketing Agreement, etc. becomes officially approved or signed. Hereafter, on such date, all officers have original signed documents in their possession will forward same immediately, by special messenger, to the Permanent Records Unit of the Code Control and Records Section, Room 6238 - South Building.

By direction of The Administrator.

Robert Davis,  
The Administrative Officer.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

December 12, 1933.

OFFICE MEMORANDUM NO. 73

Subject: Discontinuance of employing personnel on field rolls and assigning them to duty in Washington.

The practice of employing personnel on the field rolls and assigning them to duty in Washington on a per diem basis will be discontinued except in those cases where the services of the individual are purely on a part time basis. If the appointment is for continuous employment, a straight salary should be paid and the term of employment specified.

By direction of The Administrator.

Robert Davis,  
The Administrative Officer.

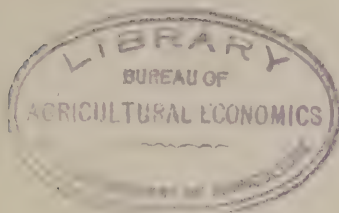




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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

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December 12, 1933.

OFFICE MEMORANDUM NO. 74

Subject: Travel orders.

In order that the expense incident to travel may be reduced, the officials responsible for field operations will hereafter confine the number of representatives to appear at hearings in the field to one representative from each Section. This will take into consideration one attorney, in addition to the presiding officer.

Where it is imperative that more than one representative of any Section, as outlined above, be present at any hearing, special arrangements may be made in the Administrative Office.

Travel orders should be obtained before the employee starts on trip.

By direction of the Administrator.

Robert Davis,  
The Administrative Officer.



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WASHINGTON, D. C.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

December 9, 1933.

OFFICE MEMORANDUM NO. 75

Subject: Personnel

It has come to the attention of this office that there are 259 employees of the AAA detailed into the various sections from the stenographic pool. Within the next few days it will be necessary for the chiefs of sections to submit green sheets with a view to transfer of any personnel so detailed and used by them or such employees will be taken from their offices and returned to their proper positions.

This matter of the misplacement of personnel will be intensely investigated with the result that by Tuesday, December 12, detailed personnel not requested by the various sections will be, without further notice, returned to the pool.

By direction of the Administrator.

ROBERT DAVIS,  
The Administrative Office.





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JAN 10 1934

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U. S. DEPARTMENT OF AGRICULTURE

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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.

December 6, 1933

OFFICE MEMORANDUM NO. 76

Subject:- Instructions to State Directors and  
County Agents.

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All instructions to State Directors and County Agents of the Extension Service, initiated by officers in the Agricultural Adjustment Administration and affecting the work of the Contract Records Section and other offices and divisions of the Administration (excepting the Production Division) will hereafter be submitted to the Office of Coordination, Room 3857, South Building for further action leading to approval by the Director of Extension Work and the Administrator.

Where such proposed instructions involve collaboration by the Farm Credit Administration and other governmental agencies, the Office of Coordination is charged with the responsibility for obtaining simultaneous action on the part of such governmental agency.

By direction of the Administrator

ROBERT DAVIS,  
The Administrative Officer

UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF PLANT INDUSTRY  
WASHINGTON, D. C.

January 2, 1917

OFFICE MEMORANDUM FOR THE

SECRETARY, DEPARTMENT OF AGRICULTURE  
AND  
BUREAU OF PLANT INDUSTRY

The Department of Agriculture and the Bureau of Plant Industry are pleased to announce that a new and improved method of producing artificial flowers has been developed. This new method is based on the use of a special material which can be molded into any shape desired. The material is made from a mixture of rubber and other substances, and is capable of being colored in any shade of the rainbow. The new method of producing artificial flowers is a great improvement over the old method, which was based on the use of paper and other materials. The new method is simpler and cheaper, and produces flowers that are more realistic and more durable.

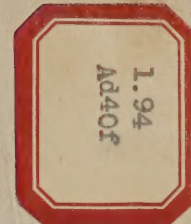
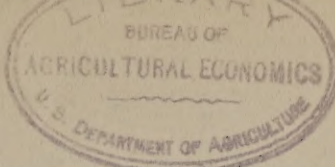
The new method of producing artificial flowers is a great improvement over the old method, which was based on the use of paper and other materials. The new method is simpler and cheaper, and produces flowers that are more realistic and more durable.

By direction of the Secretary

JOHN D. BROWN  
The Assistant Secretary



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JAN 10 1934



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.

December 6, 1933

OFFICE MEMORANDUM NO. 77

Subject: Requisitioning Supplies

As a result of reviewing requisitions for supplies submitted to the Property & Supplies Section, it is apparent that in a very many cases supplies are being re-ordered.

It is not always possible for requisitions to be completely filled immediately upon their receipt, and where partial deliveries are made, care should be taken that the balance should not be re-ordered on another requisition as when the items due on the first requisition are received by the Property & Supplies Section they are issued to fill the incompleted requisition, and if two requisitions are on hand, another issue is always made, thereby duplicating the work and resulting in supplies being delivered in excess of requirements of the various Divisions and Sections.

In this connection attention is invited to the instructions contained on the reverse side of Form AAA-1, and your compliance with these instructions relative to the issuing of separate requisitions for each type of service is requested.

By direction of the Administrator

Robert Davis  
The Administrative Officer

